



Get Organized:

How to Manage Paper, People, Space, and Time and Have More Fun!

**Do you have too much to do
and too little time? Are you
surrounded by paperwork
and clutter? Change it now!**

Learn simple ways to take control
of your work and home while
gaining time for you.

Efficiently manage paperwork,
projects, and deadlines. Deal with
interruptions, drop-in visitors, and
dead-beats with tact and control.

Learn surprising approaches that
allow you to get more done while
actually working less.

Become a peak performer!

Program Details:

Location: Labor and Industries Bld.
12806 Gateway Dr.
Tukwila, WA

Time: February 23, 2010
9 AM-4 PM

Cost: \$99 payable prior to training
to Courage Speaks, PO Box 1509
Maple Valley, WA 98038

Checks, Credit Cards accepted

February 23, 2010
Tukwila, WA



Featuring Kathy Bote'

Kathy has made a career of
empowering people to become
their own heroes.

She provides practical
information with diverse
activities and a hefty dose of
humor. She has over 20 years
experience training people from
all over the world.

*"Something about your
presentation "clicked." The best
result? Yesterday my boss told
me I was getting a promotion
and a new title. Thanks!" -
Marsha Heeter, City Exec.
Secretary*

Who should attend:

*Anyone who struggles to keep up
with deadlines, demands and the
paperwork, clutter and emails
they bring. Reduce your stress
and gain control.*

*Handle clutter at work and home.
Get organized now!*

Register now!

Online:

<http://www.icsew.wa.gov/calendar>

~~Phone:~~ Gen O'Sullivan
(360) 725-9704

Or contact Kathy Bote'
(425)432-9345

KathyBote@CourageSpeaks.com

*Cancellation Policy: Please notify
at least 48 hours in advance for
refund. For more information or
options, contact Kathy Bote'*

*Can't make the training? Order
our CD program, "How to Do
More, Better, Faster."*